

AGENDA TITLE:

Monthly Protocol Account Report

MEETING DATE:

January 16,2013

PREPARED BY:

City Clerk

RECOMMENDED ACTION:

None required, information only.

BACKGROUND INFORMATION:

The City Council, at its meeting of July **19**, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." **As** a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to

the City Council.

Attached please find the cumulative report through December 31, 2012.

FISCAL IMPACT:

Not applicable.

FUNDING AVAILABLE:

See attached.

Randi Johl City Clerk

RJ/JMR

Attachment

APPROVED:

Konradt Bartlam, City Manager

council/councom/protocolreport.doc

PROTOCOL ACCOUNT SUMMARY FISCAL YEAR 2012-13

Cumulative Report through December 31, 2012

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$5,000.00
6/28/12	1-800-Flowers	Nakanishi Family	112.04	. ,
7/2/12	Impact Office Solutions	Certificate Holders	24.11	
10/16/12	Village Flowers	For the family of Rick Kiriu	99.00	
11/29/12	Office Depot	Supplies for Reorganization Meeting (Water, Plates)	44.55	
12/03/12	Creative Trophy & Engraving	Mayor's Community Service Awards and Mayor's Plaque	98.59	
12/03/12	Target	Supplies for Reorganization Meeting (Napkins, Cups)	9.53	
12/05/12	Safeway	Food Trays for Reorganization Meeting	248.49	
12/06/12	Jan's Sweet Treasures	Desserts, Table Linens, Set- up for Reorganization Meeting	100.00	
12/11/12	Creative Trophy & Engraving	Perpetual Plaque & Mayor Pictures Brass Plaques	40.55	
12/19/12	Jan's Sweet Treasures	Annual Council Cookie Delivery	535.00	
12/30/12	Duncan Press	Alan Nakanishi Business Cards	37.71	
			Total Expenditures: (\$1,349.57)	Ending Bal. \$3,650.43

Prepared by: JMR